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Form C

Native-speaking English Teacher (NET) Scheme in Primary Schools
Personal Particulars of NETs Recruited Directly by School
(To be returned by fax **before a contract is signed** between the school and NET)

To: NET Administration Team, EDB (Fax No: 2349 1398)

NOTE: To be completed by both the school and the new NET recruited by the school directly in the 2024/25 school year

* Delete as appropriate

Part I   [To be completed by NET]

Name: (Mr./Ms./Mrs./Miss*)   _____
                                                        (First Name)   (Family Name)

Date of Birth: _____/_____/_____
                           dd   mm   yyyy

Nationality: _____

Contract Period signed with the school for the 2024/25 school year:

(i)   Effective Date of Contract Period : _____/_____/_____
                                                                    dd   mm   yyyy

(ii)   End Date of Contract Period : _____/_____/_____
                                                            dd   mm   yyyy

Academic Attainment:

Colleges, Universities, etc. (Attended/Attending)	Qualifications (e.g. BA/MEd)	Major Subjects	Full or Part-Time	On Campus/ Distance Learning	Date	
					From (mm/yyyy)	To (mm/yyyy)

Teacher Training Qualifications:

Qualifications (e.g. Dip Teach/BEd/PGDE)	Full Name of Issuing Authority	Major Subjects	No. of Weeks of Teaching Practice	Full or Part-Time	On Campus/ Distance Learning	Date	
						From (mm/yyyy)	To (mm/yyyy)

Teaching English as a Second/Foreign Language (TESL/TEFL) Qualification(s):

Qualifications (e.g. Cert/Dip/Master TESL/TEFL)	Full Name of Issuing Authority	Total Course Contact Hours	Teaching Practice (No. of Total Hours)	On Campus/ Distance Learning	Date	
					From (mm/yyyy)	To (mm/yyyy)

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Post-Qualification Experience in Teaching English/ESL/EFL
(Please include ONLY continuous employment of more than 3 months)

Name of Institution	Age/ Levels Taught	Subjects Taught	Full or Part- Time	Date	
				From (dd/mm/yyyy)	**To** (dd/mm/yyyy)

The contents of the above information are true and complete to the best of my knowledge and belief.

Signature: _____ Date: _____

Part II   Declaration [To be completed by the school]

- I confirm that, in the appointment of _____(Name of NET), **all the appointment and qualification requirements** of NETs in primary schools as set out in EDB Circular Memorandum No. 63/2024 on "NET Scheme in Primary Schools - Appointment and Re-appointment of NETs in the 2024/25 School Year" have been followed.

- The following documents have been checked as appropriate:
  - Academic qualification(s)
  - Teacher training qualification(s)
  - Qualifications assessment result for non-local qualifications issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications
  - Certificate(s) of service
  - Certificate of No Criminal Conviction
  - Employment visa

Signature of Supervisor/Principal*: _____ Date: _____

Name of Supervisor/Principal*: _____

Name of School: _____ District: _____

School Type: Aided/Special*

Name of Contact Person: _____ Tel. No.: _____

PART III [To be completed by NET Administration Team, the Education Bureau]

The TESL/TEFL qualifications of NET **meet / do not meet*** the requirements for appointment of NETs in primary schools.

Signature: _____

Name: _____

Post: _____

Date: _____

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Checklist for Schools

Please insert a ✓ in the appropriate box

Teaching of English as a Second/Foreign Language (TESL/TEFL) Qualifications at the Certificate Level

- Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA)

- The Trinity Certificate in Teaching English to Speakers of Other Languages (CertTESOL)

- Postgraduate Certificate in Education majoring in TEFL/TESL

  Certificate awarded by TEFL/TESL courses that:
- include a minimum of *100 contact hours*;
- include a minimum of **6 hours of observed and assessed teaching practice**, **a pass in which is required**; and
- cover the majority of the topics as described on page 8.

Teaching of English as a Second/Foreign Language (TESL/TEFL) Qualifications at the Diploma Level

- Cambridge Diploma in Teaching English to Speakers of Other Languages (DELTA)

- Trinity College London Licentiate Diploma in Teaching English to Speakers of Other Languages (DipTESOL)

- Postgraduate Certificate in Education majoring in TEFL/TESL

- Diploma awarded by TEFL/TESL courses that:
  - (a) include at least 250 contact hours; and
  - (b) include at least 20 hours of practicum in the programme, in which a pass is required OR require candidates to have at least two years' teaching experience as a pre-requisite for entering the programme.

Personal Information Collection Statement

Purpose of Collection

1.   The personal data provided by you in this form will be used by EDB for one or more of the following purposes:

    (a) Activities relating to the processing, authentication and counter-checking of employment-related matters including appointments, training and career developments, remuneration and benefits, staff relation, communications and compliance with procedures;

    (b) Activities relating to matching of the personal data with the database of relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of employment-related matters mentioned in (a) above;

    (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB, and

    (d) Activities relating to compilation of statistics, research and Government publications.

2.   The provision of personal data required by this form and during the processing of this form is obligatory.   In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3.   The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

    (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;

    (b) personnel, agent, service provider or organisations engaged by EDB to provide services or advice for the purposes mentioned in paragraph 1 above;

    (c) where you have given your prescribed consent to such disclosure; and

    (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4.   You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the Controlling Officer (Data Protection) at 15/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to edbinfo@edb.gov.hk.

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